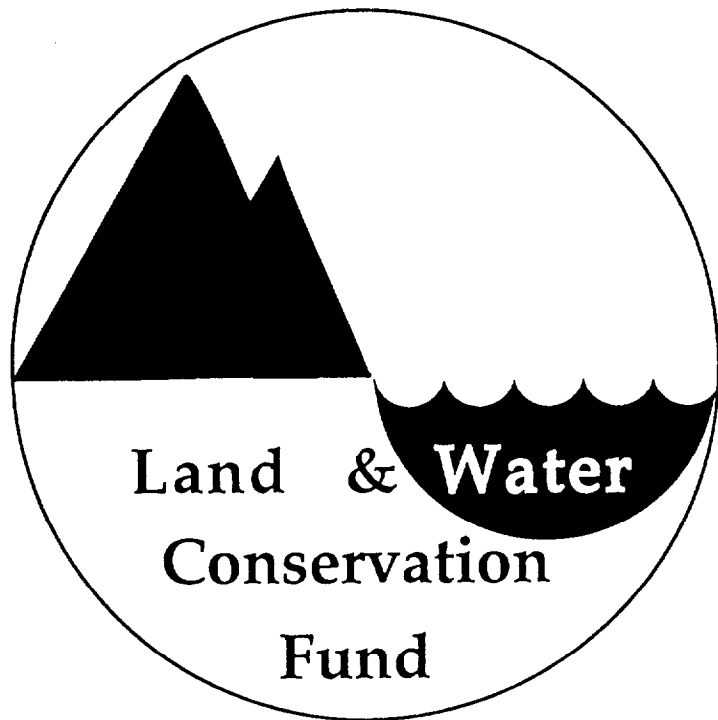


Land and Water Conservation Fund

# **L&WCF Grants-in-Aid Manual**



U.S. Department of the Interior • National Park Service



PREFACE

This Land and Water Conservation Fund (L&WCF) Grants Manual sets forth the administrative policies, procedures and guidelines for L&WCF grants awarded to the States by the Department of the Interior, National Park Service. It is intended to serve as a basic reference for those who are engaged in the administrative and financial management of L&WCF grants to States, and to achieve uniformity in the administration of the L&WCF program by the State Liaison Officers.

Participation in the L&WCF program constitutes a public trust. It is the responsibility of State grantees and designated subgrantees to comply with this Manual and all terms and conditions of the grant agreement, to efficiently and effectively manage funds in accordance with the approved budgets, to promptly complete grant assisted activities in a diligent and professional manner, and to monitor and report performance. This responsibility cannot be delegated nor transferred.

The policies and procedures contained in this Manual are subject to applicable Federal laws and regulations, and any changes made to these laws and regulations subsequent to their publication. In the event that these policies and procedures conflict with applicable Federal laws, regulations, and policies, the following order of precedence will prevail:

1. Federal Law
2. The Code of Federal Regulations
3. Terms and Conditions of Grant Award
4. Land and Water Conservation Fund Manual

The State bears primary responsibility for the administration and success of grant supported operations, including performance by third parties under subagreements made by the State for accomplishing nonconstruction and construction project objectives. Except as specifically excluded, the provisions of this Manual shall be applied by the State to subgrantees and contractors performing work under L&WCF grants.

This edition of the L&WCF Grants Manual revises and updates the previous edition, including amendments thereto, issued as Manual Release 140 through Manual Release 150.

The Land and Water Conservation Fund (L&WCF) Program was administered by the Bureau of Outdoor Recreation (BOR) from its beginning in 1965 to 1978 when the Heritage Conservation and Recreation Service (HCRS) was created. HCRS then administered the program until 1981 when the grants program was transferred to the National Park Service. Current

-----  
Manual Release 151

Replaces all preceding manual releases

inquiries may be addressed to the Chief, Recreation Grants Division, National Park Service (784), P.O. Box 37127, Washington, D.C. 20013-7127.

-----  
Manual Release 151  
Replaces all preceding manual releases

### HOW TO USE THIS MANUAL

The Manual is organized numerically by **Part, Chapter, Section** and paragraph. A typical reference, such as 650.3.2A, indicates Part 650, Chapter 3, Section 2 and paragraph A. To locate something, use the Table of Contents (see Page iv. of this section) to identify the likely Part and Chapter or refer to the Index at the back of the book for the specific topic and cross references.

Spending a few moments with the **Table of Contents** to define how specific topics relate to the Parts and Chapters of the Manual will save time later when you are searching for specific categories of information. For example, almost everything relating to State Plans and SCORP grants is in Part 630. Pre-approval grant requirements are covered in depth in Part 650, application requirements and forms are in Part 660, and post-approval administrative guidelines are in Part 675. Therefore, you do not have to memorize the entire Contents or Index to become fairly clear that information on pre-approval NEPA procedures for environmental impact assessment will be somewhere in Part 650, while most information on billings, audits and conversions (all post-approval events) will show up in Part 675.

The **Index** has been thoroughly updated for this release of the L&WCF Manual. Every effort has been made to include all possible topics, and to cross-reference them by key words to all subjects readers are likely to be searching for. If topics appear to be missing or references incorrect, we welcome suggestions from project officers at the State or Regional Office level for possible enhancements of future editions.

No index is perfect; the value of this one, like any other, can be enhanced by a thoughtful approach. If a topic you think should be in the Index appears to be missing, do not ASSUME that it is totally missing. It is almost certainly referred to in the Index somewhere, so think of possible synonyms for key words and/or related concepts specific to the topic you are searching for. For example, if a person were searching for Circular "A-95" coordination requirements and could not find them, there are other possibilities. A-95 (when that was the current designation) was about "Intergovernmental review", which is in the Index. Perhaps there is a vague memory about A-95 being replaced several years ago by a later Executive Order or E.O. Fortunately, there is only one "E.O." listed in the Index, so it's easy to find "E.O. 12372, INTERGOVERNMENTAL REVIEW SYSTEM" which gets to the topic desired. Again, if you believe key words or cross-references are missing from the Index, please make a note of them and pass on to the nearest Service office for possible inclusion in the next edition.

**How to Obtain Copies of this Manual.** This Manual and all revisions to it may be obtained from National Park Service Regional Offices (see Part 600.1, Attachment A, for Regional Office addresses).

-----  
Manual Release 151

Replaces all preceding manual releases